

State of Rhode Island  
Department of Administration

INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

TO: Chief Payroll Officers  
All State Agencies

DATE: August 6, 2014

FROM: Louise M. Anderson  
Associate Controller - Operations

SUBJECT: Payroll Sign-Off For FY 2015 Pay Period #3 Ending 8/9/14  
CPO 15-02

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To ensure the timely processing of payrolls, you are required to “sign off” on all payrolls **no later than 12:00 pm on Tuesday, August 12, 2014.**

Payroll accounts can be transmitted on Friday, August 8, 2014 for agencies that have few exceptions.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.